

**NOTICE OF MEETING AND AGENDA  
THE BOARD OF TRUSTEES FOR THE  
TOWN OF WEST SILOAM SPRINGS  
TUESDAY, FEBRUARY 17, 2026, AT 5:00 PM**

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NAME OF PUBLIC BODY: **BOARD OF TRUSTEES FOR THE TOWN OF WEST SILOAM SPRINGS, OKLAHOMA**

DATE: **TUESDAY, FEBRUARY 17, 2026**

TIME: **5:00 P.M.**

LOCATION: **West Siloam Springs Town Hall, Conference Room, 4880 Cedar Drive, Colcord, OK 74338**

TYPE OF MEETING: Regular Meeting (x) Rescheduled Regular Meeting ( )  
Special Meeting ( ) Continued or Rescheduled Meeting ( )  
Emergency Meeting ( )

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**AGENDA**

- 1) Call to Order  
**Mayor Scott Wilkerson called to order at 5:00 p.m.**
- 2) Roll Call and Determination of Quorum  
**Tom Schafer here, Jim McClure absent, Don Martin here, Linda Dixon here, Scott Wilkerson here.**
- 3) Statement of compliance with statutory notice requirements under 25 O.S. § 311 (A)(9)  
**Laura Poteet posted the agenda at the Town Hall on February 13 , 2026 at 4:15 p.m.**
- 4) Discussion and possible action on any matter related to approving the minutes from the regular meeting of January 19, 2026
  - a. Acknowledgment of opportunity to review minutes
  - b. Discussion, motion, and vote to approve the minutes

**Scott motioned to approve the minutes; Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**
- 5) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
  - a. FINANCIAL: No report
  - b. POLICE CHIEF KEITH BARENBERG: . **Scott reported for Keith the following: 207 traffic contacts, 43 reportable incidents, 48 Casino calls and 2 accidents.**
  - c. ZONING BOARD AND PLANNING COMMISSION: No report
  - d. CODE ENFORCEMENT: No report
  - e. MAYOR SCOTT WILKERSON: Monthly report
  - f. VICE MAYOR LINDA DIXON: No report

**g. TOWN ATTORNEY KENNY WRIGHT: Reported that we would be on the ballot on April 7, 2026, for the sales tax extension/Streets**

**6) DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR THE MONTH OF JANUARY**

General PO# G383-G428	\$173,966.94
TRIBAL PO# TR5	\$ 120.00
EMS- CN PO#'S E13-E15	\$ 10,960.89
EMS NO 2 PO#S PF7-PF8	\$ 26,420.63
<u>PARK PO#'S P23</u>	<u>\$ 239.56</u>

**FOR A GRAND TOTAL OF: \$ 211,708.02**

**Scott motioned to approve, Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**

7) Discussion and possible action on purchasing 2 Stalker radars from PB Electronics. Keith spoke about how most of funds have been raised, about \$2,800.00, so only about \$200-300.00 would be needed.

**Scott motioned to approve, Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**

8) Discussion, consideration, and possible action concerning the Town's use of credit cards; identification of how many credit cards are issued to the Town and which officers and employees currently possess those Town credit cards; the development or amendment of ordinances and/or written policies and procedures to establish procedures for the use of Town credit cards.

Don asked about why we had five cards and whether or not there have ever been any guidelines on purchasing with credit cards? He also spoke about many Amazon purchases and also meals being purchased at different restaurants around Town/Siloam Springs, surrounding purchased, and also about the many Love's small purchases for ice. There was discussion on how using credit cards does not replace having to follow purchase order procedure. There was also discussion on purchasing an ice machine and buying our water in bulk. It was also said that Waylon needed to keep a supply of needed inventory in the event of an emergency, and this would all keep purchases down on credit cards. It was determined that we have 5 cards currently; Keith carries one, Waylon and Matt both carry one, and Laura keeps one in her desk drawer. The other two are currently in the safe to be checked out, if needed.

The board discussed needing proper procedures for the use of credit cards. Don passed out a handout/flow chart on credit cards.

**Scott motioned to table, Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**

9) Discussion, consideration and possible action concerning the implementation and/or amendment of West Siloam Springs Ordinance Section 31.15 in relation to the position and duties of the Town Clerk/Treasurer and clarification of which employees are under the supervision of the Town Clerk/Treasurer when the Town Clerk/Treasurer is performing additional duties as contemplated by Section 31.15 (F).

Scott spoke about the fact that the Ordinance already covers this, showing that Laura is already managing the office, and has the role of office manager for her paid duties.

Kenny spoke on the confusion of the past, with temporary changes being made, and how the confusion started. Kenny does not think the Ordinance needs to be amended. He just thinks it needs to be clarified to all who the supervisor is due to the past changes. Scott reiterated that Laura is the supervisor of the two office employees, Mindy and Samantha, and that they would report to her. This includes PTO/Vacation, etc., and all office administrative matters. There were questions from Mindy about how she felt that her and Samantha should not be handling financial matters. Mindy stated that she signed up to be the Court Clerk only. She went on to talk about her current duties and how much she has to do. Samantha also inquired about whether they would receive more pay?

Kenny confirmed both employees would be doing some financial matters, in assisting the Office Manager. Scott also confirmed that even though the duties fall under Town Clerk/Office Manager, that doesn't necessarily mean that she has to do all; they can be delegated to the other office staff, as some of it is being done.

Scott questioned why the issue when this has been the process for over a year now, and now that things will be streamlined, as with blanket purchase orders, etc., why complain at this time, when things should get easier and faster.

Mindy complained about the current workload, and our attorney felt like this agenda item had turned into a griping session.

Kenny confirmed to Scott the authority he has, and that certain matters can be handled without the vote of the board, if needed.

**Scott motioned that Laura Poteet is the office manager and that the two office staff members fall under her; Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**

10) Public Input (Limited to 3 minutes)./None

11) Discussion on any new matters that could not have been anticipated prior to posting of the agenda, if any./None

12) MOTION TO ADJOURN./**Scott motioned to adjourn at 5:37 p.m., Linda seconded. Tom yes, Don yes, Linda yes, Scott yes.**

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This regular monthly meeting is being held consistent with the Open Meeting Act codified at 25 O.S. §§ 301, *et seq*, and notice of the meeting and the agenda was posted according to the mandates of 25 O.S. § 311.

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Time Posted: \_\_\_\_\_ POSTED ON FEBRUARY \_\_\_\_\_, 2026, BY \_\_\_\_\_

Laura Poteet  
recorded/typed the  
minutes